

Historical File of Office of Logistics Statistical
Briefing Materials

This file contains, as a source of historical records, previous inputs to the Office of Logistics Statistical Briefing Book. All data accrued prior to the 14 October 1975 update may be found in this document, arranged per the index found on the next page.

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PERSONNEL DATA

FY 75 (Continued)

23 October 74

Organizational Changes and Realignment of
Positions -- No Change in Total Positions

P&PS - Renamed "Information Processing Branch" to
to "ADP Brnach" to be responsible for management
and operation of Data Access Center (DAC) in Ames
Bldg and train/develop input operators for assign-
ment to DAC and remote terminals in PD and SD/CD

LSD - Reinstated GS-07 Admin Serv Asst position re-
sponsible for financial and bookkeeping functions
of Executive Dining Room

PSD - Miscellaneous upgradings with compensating
downgradings

SD - Reestablished quick reaction purchase facility
in CD (Small Purchases Branch) similar to former
Special Projects Branch abolished in May 72

15 January 75

Gain:

Transfer of Contract Support Asst position,
ceiling, and incumbent [] from
DDS&T/OD&E/Contracts Staff to DDA/OL/SD/CD/
Small Purchases Branch

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RESPONSIBILITIES

Logistics Services Division is the focal point for:

- a. Administrative supplies and equipment
- b. Local passenger transportation and vehicular maintenance
- c. Mail and courier service
- d. Pneumatic tube system
- e. Building and grounds maintenance
- f. Classified waste disposal
- g. Emergency control center and snow removal
- h. Space planning, design and allocation
- i. Move planning and management
- j. Parking areas -- Headquarters
- k. Executive dining
- l. Day to day liaison with GSA Group Forces, GSI, and vending machine companies
- m. Miscellaneous, i.e., Youth Opportunity Campaign Program; Auditorium (scheduling, equipment, projection technician)
- n. Overseeing cafeteria operations

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OFFICE OF LOGISTICS

LOGISTICS SERVICES DIVISION

	<u>FY 1972</u>	<u>FY 1973</u>	<u>FY 1974</u>	<u>^{1/2} FY 1975</u>
1. <u>Statistics:</u>				
a. Bus & Motor Pool Passen- gers	<div></div>			25X9
b. Courier Runs (Regular & Special)	27,601	26,388	22,488	10,097
c. <div></div>	<div></div>			25X1A
d. Work Orders Completed	1,839	2,854	2,452	1,075
e. Supplies Issued				
Daily:	\$3,319	\$3,731.09	\$4,127	\$4,374
Expendable	\$2,250	\$2,404.24	\$3,561	\$4,027
Non-expend- able	\$1,069	\$1,326.85	\$ 566	\$ 347
f. Carpets				
Installed	15,115	10,406	2,994	5,987
(sq.yds.)New	6,470	6,105	2,467	4,743
Replacement	8,645	4,301	527	1,244
g. U.S. Incoming Mail (no. of pieces)	474,541	412,983	344,472	199,681

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OFFICE OF LOGISTICS

LOGISTICS SERVICES DIVISION

	<u>FY 1971</u>	<u>FY 1972</u>	<u>FY 1973</u>	<u>1/2 - FY 1974</u>
--	----------------	----------------	----------------	----------------------

1. Statistics:

a. Bus & Motor
Pool Passen-
gers

232,325	212,866	201,889	104,037
---------	---------	---------	---------

b. Courier Runs
(Regular &
Special)

27,718	27,601	26,388	12,588
--------	--------	--------	--------

c.



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d. Work Orders
Completed

919	1,839	2,854	939*
-----	-------	-------	------

e. Supplies
Issued

Daily:	\$3,732	\$3,319	\$3,731.09	\$3,770.43
Expendable	\$2,551	\$2,250	\$2,404.24	\$2,191.73
Non-expend- able	\$1,181	\$1,069	\$1,326.85	\$1,578.70

f. Carpets
Installed
(sq.yds.) New
Replacement

	15,115	10,406	1,935*
	6,470	6,105	1,498
7,013	8,645	4,301	437

g. U.S. Incoming
Mail (no. of
pieces)

617,604	474,541	412,983	182,419
---------	---------	---------	---------

*The low figure in carpet installation is due to the depletion of supply.

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OFFICE OF LOGISTICS
PRINTING SERVICES DIVISION

2/7/75

1. Printing Plants:

New Main Plant	50,725 sq. ft.	(Main Printing Plant)
Hqs. Ground Floor	5,890 sq. ft.	(General Printing Plant)
Hqs. Seventh Floor	2,508 sq. ft.	(Special Printing Plant)
Hqs. Ground Floor	2,489 sq. ft.	(Graphics & Visual Aids)

2. Equipment on Hand: FY 74 - 2.88 million

Replacement Schedule

1974 - \$ 161,225

1975 - \$ 504,000

1976 - 1979 - \$ 352,000 Annual Average

3. EPIC - Electronic Processing of Intelligence Composition

Computer-Assisted Photocomposition

Current Use - Since the National Intelligence Survey has been phased out, other applications have been made of the EPIC system and now includes a significant number of DDI and DDS&T type publications. However, PSD is in the process of procuring systems which will obsolete the EPIC system. (See Paragraph 6)

4. Statistics

	<u>FY 1973</u>	<u>FY 1974</u>	<u>1/2 FY 1975</u>
a. Printed Impressions	102,523,876	89,124,600	38,648,909
Plates Made	187,810	190,792	102,128
Microfilm Exposures	3,125,000	3,148,000	3,260,352
Photo Processing	795,289	794,000	438,448

OFFICE OF LOGISTICS
PRINTING SERVICES DIVISION

12/31/73

1. Printing Plants:

New Main Plant	50,725 sq. ft.	(Main Printing Plant)
Hqs. Ground Floor	6,730 sq. ft.	(General Printing Plant)
Hqs. Seventh Floor	2,508 sq. ft.	(Special Printing Plant)
Hqs. Ground Floor	2,489 sq. ft.	(Graphics & Visual Aids)

2. Equipment on Hand: FY 73 - 2.82 million

Replacement Schedule

1972 - \$163,000

1973 - \$211,266

1974-1978 - \$314,000 Avg. P/A

3. EPIC - Electronic Processing of Intelligence Composition

Computer-Assisted Photocomposition

Current Use - As the National Intelligence Survey is phased out, other applications have been made of the EPIC system and now includes a significant number of DDI type publications.

4. <u>Statistics</u>	<u>FY 1972</u>	<u>FY 1973</u>	<u>1/2 FY 1974</u>
a. Printed Impressions	190,336,752	190,714,574	87,661,519
Footage of Microfilm	2,217,590	3,054,641	1,740,337
Photographic Prints	4,796,913	3,988,163	1,591,579

b. Printed Impressions by Plant Facility for 1/2 FY 1975

	<u>Number</u>	<u>Percentage</u>
General Printing Plant	6,656,999	17
Special Printing Plant	9,175,265	24
Main Printing Plant	<u>22,816,645</u>	<u>59</u>
Total:	38,648,909	100

5. PSD Printing and Photographic Capabilities:

"Customized Printing and Photographic Services" -- PSD has a wide range of highly skilled craftsmen and the equipment necessary to fulfill the Agency's present requirements in typesetting, letterpress, offset printing and all phases of photography.

6. Programmed Acquisitions (FY 1975): January - June

	<u>Cost</u>	
a. High speed computer-assisted photocomposer to support the 	\$160,000	STATSPEC
b. A computer driven automated text editing and composition system.	180,000	
c. One Davidson Perfector offset press with roll converter	17,000	

7. Future Requirements:

- a. Warehouse adjacent to PSD Main Printing Plant.
- b. A centralized Xerox 1200 computer printing system.

b. Printed Impressions by Plant Facility for 1/2 FY 1974

	<u>Number</u>	<u>Percentage</u>
General Printing Plant	67,742,206	77%
Special Printing Plant	9,644,760	11%
Main Printing Plant	<u>10,274,553</u>	<u>12%</u>
Total:	87,661,519	100%

6. PSD Printing Capabilities:

"Customized Printing" -- PSD has a letterpress, offset and photographic capability operating as an integrated unit.

7. Future Requirements:

- a. Warehouse adjacent to PSD Main Printing Plant.
- b. Input/output subsystem for computer-assisted photocomposition.
- c. A centralized Xerox 1200 Printing System.

8. Miscellaneous Notes:

Over 800 tons of 200 kinds of paper are used each year.

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- c. Full implementation of a Management Information System (MIS).
- d. Expand micrographic capabilities through the acquisition of more sophisticated equipment and the staffing of a second shift.
- e. High speed envelope press.

8. Miscellaneous Notes:

Over 580 tons of 200 kinds of paper are used each year.

PSD provides on-site technical support to Headquarters and field components in all phases of micrographics.

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DISTRIBUTION OF POSITIONS BY FUNCTION

DECEMBER 1974

<u>FUNCTIONAL TITLE</u>	<u>NUMBER</u>
1. Division Management and Administration	<div></div>
2. Main Printing Plant Operations	
3. Photographic Laboratory	
4. Plant Services	
5. General Printing Plant Operations	
6. Special Printing Plant Operations	
7. Graphic Services	
TOTAL	

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* Includes positions

NOTE:

There are approximately 37 different skills, such as compositors, pressmen, bookbinders, photographers, etc., in the various operating units of the Printing Services Division.

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DISTRIBUTION OF POSITIONS BY FUNCTION

DECEMBER 1973

<u>FUNCTIONAL TITLE</u>	<u>NUMBER</u>
1. Division Management and Administration	<div></div>
2. Main Printing Plant Operations	
3. Photographic Laboratory	
4. Plant Services	
5. General Printing Plant Operations	
6. Special Printing Plant Operations	
7. Graphic Services	
TOTAL	

25X1A

NOTE:

There are approximately 37 different skills, such as compositors, pressmen, bookbinders, photographers, etc., in the various operating units of the Printing Services Division.

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PRINTING SERVICES DIVISION, OL

QUESTIONS: Are there programs being considered which will provide better services and more production with present facilities and staffing?

ANSWERS : (1) Agency publishers are emphasizing more speed in the production of all publication as a routine policy. In order to be more responsive to the publishers need, the feasibility of a third shift for the main plant is under study. Also, several items of equipment are under consideration as a method of satisfying these requirements.

(2) The increased use of process color illustration in Agency publications has exceeded the effective capabilities of the present equipment. Methods of automating essential processes are being investigated, looking toward acquisition of the proper equipment (especially a color enlarger or a scanner for screen separation) to meet present and future process color requirements. Also, the proper equipment will reduce PSD costs and production through-put time.

(3) A method whereby Agency publishers can interact with a computer assisted text-editing photographic composing system in Headquarters Building is being developed. With reduced staffing complement already experienced in both PSD and publication branches, automation for input, formatting

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and page layout will permit PSD to continue to meet expanding production requirements.

(4) PSD emphasizes the importance of keeping abreast of technological advances in the printing industry through study of trade journals, participation in industry-wide professional and trade seminars, visits to other printing establishments, visits to manufacturing firms, and evaluation of new equipment presented in trade shows and private showings. Specific programs are developed for exploitation of new techniques and equipment whenever they represent any improvement in existing practices and justified by Agency printing requirements.

QUESTIONS: Please relate the state of Agency printing and photographic capabilities with that of GPO and large commercial facilities?

ANSWERS : The CIA's printing and photographic technology compares favorably with that of the GPO and large private commercial plants. The Agency facility is more responsive in terms of speed and versatility than either GPO or most commercial operations due mainly to PSD's mission and policy of providing high quality products with fast turn around time as a support function to a captive (security) customer. Since Agency components have no alternative other than PSD in obtaining classified printing, PSD must be in a position to meet different requirements which originate throughout the Agency. PSD printing and photographic functions cover the entire printing and photographic spectrum including letterpress and offset printing, computer-assisted

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photo-typesetting, and a complete photographic and motion picture capability. This array of functions operating as an intergrated unit is not available at GPO or any known commercial facility. As to the technical qualifications of PSD employees, there are many who have spent a lifetime in the industry and who have acquired a reputation as experts in fields such as; computer-assisted photo typesetting, hyphenless justification and composing, micrographics, and continuous tone offset printing. As an adjunct to this, PSD has a staff of printing/photography specialists whose function is to provide management with the data necessary to assure that PSD is taking advantage of the current state of the art.

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PRINTING SERVICES DIVISION, OL

QUESTIONS: Programs which will provide better services and more production with present facilities and staffing? Savings envisaged?

ANSWERS : (1) A method whereby publications are printed via computer-assisted programs from generated tapes is still being investigated. When operable, such a system would provide for increased wordage volume with decreased bulk and improved quality. STATSPEC
STATSPEC

(2) Increased color photo service requirements are being carefully monitored. Latest developments in the industry are likewise being reviewed. Such items as the 3M color copier are under consideration for possible utilization in the Division.

(3) Efforts will be made to standardize Agency publications formats whenever practicable in order to facilitate and maximize the use of automation in their production.

(4) Increased use of color in Agency publications is contemplated. Methods of automating essential processes are being investigated, looking toward acquisition of proper equipment to meet requirements.

(5) Component publishers are emphasizing more speed in the production of all publications as a routine policy. Methods

and procedures of satisfying these requirements are evaluated on a regular basis and changes in personnel and equipment are implemented when required.

(6) PSD emphasizes the importance of keeping abreast of technological advances in the printing industry through study of trade journals, participation in industry-wide professional and trade seminars, visits to other printing establishments, visits to manufacturing firms, and evaluation of new equipment presented in trade shows and private showings. Specific programs are developed for exploitation of new techniques and equipment whenever they represent any improvement in existing practices and justified by Agency printing requirements.

PRINTING SERVICES DIVISION, OL

QUESTION: Please relate the state of Agency printing technology with that of GPO and with large commercial printing facilities.

ANSWER : Agency printing technology compares very favorably with that at GPO or large private commercial printing facilities. The Agency printing facility is more versatile than is found at GPO or in a large commercial facility, due mainly to PSD's mission as a support function to a captive (security) customer. Since Agency components have no alternative other than PSD in obtaining classified printing, PSD must be in a position to meet the different requirements which originate throughout the Agency. This is tantamount to "customized" printing. The GPO or any known commercial concern does not have a letterpress, offset, and photographic capability operating as an integrated unit. As to personnel technical qualifications of PSD employees, our technicians are some of the best in the business. The PSD has journeymen-type printers on its rolls, many who have spent a lifetime in the industry. in the Government's name, has acquired a patent in the microphotography field and has acquired a national reputation as an expert in hyphenless justification and composing. In the area of computer assisted photocomposition, the Agency is considered a leader in the field. Also, the Division's methods and procedures in obtaining graphic quality through the use

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of hot metal composition and converting to offset printing are surpassed by none. And while the Agency has only limited requirements for continuous tone printing, PSD has been a pioneer in developing and perfecting this type of printing with regular materials and equipment.

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PART IV PROCUREMENT METHODS

1. Requirements and availability of necessary funds are established by operational and technical components, or by Supply Division of OL based on experience of issues from stocks. The following methods of procurement are employed, based upon sterility requirements, complexity of contract negotiation, dollar value, and physical location of the vendor:

- a. Overt Agency order/contracts
- b. Classified order/contracts denying Agency interest
- c. Over the counter purchases

25X1A

d. Purchases

e. Orders placed on military stocks (MILSTRIP) and on GSA stocks (FEDSTRIP)

25X1A

f. Order/contracts placed through other U. S. Government Agencies

25X1A

g. and specially cleared channels

2. Authority to procure non-stock and low dollar value items through Imprest Funds is delegated to appropriate locations throughout the Agency. Other requests to exceed procurement authority established by regulation, or on a one-time basis, are considered and coordinated by the Procurement Division or the Director of Logistics.

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OFFICE OF LOGISTICS
REAL ESTATE AND CONSTRUCTION DIVISION

A. GENERAL

1. The Division provides technical guidance and support in the (a) acquisition of real property by construction, purchase, lease, or assignment, and (b) maintenance, modification, and disposal of real property, including

25X1C [REDACTED] With the establishment of the OL Building Planning Staff (BPS) in June 1972, the Division's scope of activities has been enlarged to include BPS activities such as long-range planning for new facilities, development of Headquarters Master Plan, liaison with National Capital Planning Commission, etc. Present BPS objectives involve the recruitment of five professional engineers and architects to address and develop the necessary programming and implementation of a new building program at the Headquarters site.

2. Engineers and realty officers are trained under the project officer concept. They have a key responsibility to ensure that projects are executed economically and on a timely schedule consistent with operational needs of the user and in conformance with regulations and pertinent procurement policies. Three engineering students are being utilized by the Division under the Co-op Program; one is assigned to the Headquarters Engineering Branch, and two are assigned to the Field Engineering Branch.

3. The Division is prepared to execute customer requirements through in-

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4. In addition to the Division personnel stationed overseas, assistance from Headquarters is supplied upon request, amounting to 529 man-days to overseas and domestic locations in calendar year 1974. (437 man-days were provided for overseas support and 92 man-days were provided for domestic support.)

5. The Division is continuing its efforts in evaluating and monitoring pollution abatement requirements and initiating corrective actions that are feasible. A entitled "National Environmental Policy Act Proposed Procedures for Implementation." The was published in the Federal Register, Vol. 38, No. 220 - Thursday, 15 November 1973. Its publication, in effect, invites comments from other Government agencies and the public. Subparagraph 3b cites the responsibilities of the Division in the implementation program.

6. Major joint CIA-GSA addition, modification, and utilities system projects recently completed or underway at the Headquarters compound include:

- | | |
|--|----------------|
| a. Emergency Power Generators - 2,500 and 250 Kilowatt with associated mimic bus | \$1,000,000 |
| b. Expansion of Electrical Equipment in B Vault | 918,000 (est.) |
| c. Third Chiller for Carrier Room | 450,000 |
| d. Uninterruptible Power System + Batteries + Installation for OJCS, OC, ISG/IP | 710,000 |
| e. Utility Status Panels for OJCS | 30,000 |
| f. HVAC Study & Improvements, Utilities Systems Reliability Study | 463,000 |
| g. Headquarters Garage | 1,284,000 |
| h. Hammermill for Classified Waste Disposal | 415,000 |
| i. New Computer Room (Project ORACLE) | 180,000 |

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6. Major joint CIA-GSA addition, modification, and utilities system projects recently completed or underway at the Headquarters compound include:

- | | |
|---|-------------|
| a. Emergency Power Generators - 2500 and 250 Kilowatt | \$1,000,000 |
| b. Expansion of Electrical Equipment in B Vault | \$600,000 |
| c. Third Chiller for Carrier Room | \$450,000 |
| d. Motor Generator Sets for OJCS, OC, ISG/IP | \$407,000 |
| e. Utility Status Panels for OJCS | \$30,000 |
| f. HVAC Study & Improvements, Utilities Systems Reliability Study | \$239,000 |
| g. Headquarters Garage | \$1,284,000 |
| h. Hammermill for Classified Waste Disposal | \$245,000 |

7. Major construction programs for domestic activities that are in the planning stage and have not been funded to date:

25X1A

- | | |
|--|-------------|
| a. Plan for Future Facilities | \$1,043,603 |
|--|-------------|

25X1A

- | | |
|--|-------------|
| b. Master Plan for Future Facilities | \$8,236,569 |
|--|-------------|

8. Status reports on design and construction are received by the Division from the following sources:

25X1C

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	Monthly
	Monthly
	Quarterly
	Bi-weekly
	Monthly

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7. Major construction programs for domestic activities that are in the planning stage and have not been funded to date:

25X1A	a. [] Plan for Future Facilities	Cost Not Developed
25X1A	b. [] Master Plan for Future Facilities	\$8,482,000

8. Status reports on design and construction are received by the Division from the following sources:

25X1C

[Redacted Box]

Quarterly

On Demand

On Demand

Quarterly

Quarterly

On Demand

Monthly

STATSPEC

Ad hoc reports are received from various other stations such as [] Office of Communications, Office of ELINT facilities []

25X1A

9. Design and Construction Projects as of 31 December 1974.*

Number

[Redacted Box]

25X1A

25X1C

*Excludes OD&E, OSA, and [] construction projects.

25X1A

g. [] Country Engineer Quarterly

25X1A

h. [] Maintenance Superintendent Quarterly

Ad hoc reports are received from various other stations such as []
Office of Communications, Office of ELINT facilities []

STATSPEC

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9. Design and Construction Projects as of 31 December 1973:*

Number

25X1A

[]

25X1C

*Excludes OD&E, OSA, and [] construction projects.

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PROJECT TITLE, LOCATION & SPONSOR	PROJECT APPROVAL AMOUNT	DESIGN & CONSTRUCTION AGENCY	EST. PROJ. COST (DES. & CONS.)	CONSTRUCTION SCHEDULE	
				START AUTH.	COMPLETION
Expansion, Electrical Vault "B" DDA/OL	\$845,000	GSA	\$845,000	May 75	Jan 76 (estimated)
OJCS, UPS System DDA/OL	\$479,373	HEB	\$479,373	June 74	Feb 76
Headquarters Garage DDA/OL	\$1,304,000	GSA	\$1,304,000	April 73	Aug 75
Hammermill DDA/OL	\$412,413	GSA	\$412,413	January 75	December 75
Headquarters HVAC Study and Improvements (PHASE II) DDA/OL	\$821,599 (+ \$450,000 FY76)	GSA	\$2,000,000	June 72	June 77
Cooling Tower Modifications DDA/OL	\$25,000	GSA	\$25,000	February 75	April 76
"C" Vault Expansion DDA/OL	\$700,000 (requested)	HEB	\$610,000 (unfunded)	Indefinite	December 76 (desired)
OJCS, UPS Battery DDA/OL	\$159,708	HEB	\$159,708	October 74	January 76
Project SAFE Installation of Specialized Computer Facility DDA/OL	Planned	GSA/CIA	\$2,188,150	Indefinite	Indefinite

SECRET

PROJECT TITLE, LOCATION & SPONSOR	PROJECT APPROVAL AMOUNT	DESIGN & CONSTRUCTION AGENCY	EST. PROJ. COST (DES.&CONS.)	CONSTRUCTION SCHEDULE	
				START AUTH.	COMPLETION
Utility Tunnel DDA/OL	Planned	GSA/CIA	\$1 - 2 million	Indefinite	Indefinite
PSD Sprinkler System DDA/OL	GSA Funds	GSA	\$115,000	Sept. 74	August 75
Data Grid Installation Under Value Engineering Contract DDA/OL	N/A (Ongoing Cont.)	CIA	\$80,000	January 71	Ongoing
Cat. I HVAC DDA/OL	\$67,766	GSA	\$67,766	June 72	Dec 75
Powerhouse - Mimic Bus DDA/OL	\$171,975	GSA	\$171,975	March 70	October 75
UPC Installation DDA/OL	\$226,554	HEB	\$211,210	September 74	January 76
CDS Renovations	\$260,000	GSA/CIA	\$260,000	June 75	December 75
OJCS Expansion (3,000 Sq. Ft.)	Planned	GSA/CIA	\$814,000	Indefinite	Indefinite

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2-OL/PS
2-OC/RT
1-RECD File Unit

Approved For Release 2002/05/02 : CIA-RDP78-05399A000100020002-2 PROGRESS SUMMARY MAJOR OL/RECD PROJECTS

31 December 1974

Headquarters Complex Page 1 of 2

PROJECT TITLE, LOCATION & SPONSOR	PROJ. APPVL AMOUNT	DESIGN & CONSTRUCTION AGENCY	EST. PROJ COST (DES. & CONS)	CONSTRUCTION SCHEDULE	
				START AUTH.	COMPLETION
Expansion, Electrical Vault "B" DDA/OL	\$535,000	GSA	\$918,000	March 75 (Estimated)	April 76 (Estimated)
OJCS, OC, & ISG/IP UPS System DDA/OL	\$470,000	HQB	\$470,000	June 74	March 76
Headquarters Garage DDA/OL	\$1,284,000	GSA	\$1,284,000	April 73	May 75 (Estimated)
Hammermill DDA/OL	\$415,000	GSA	\$415,000	January 75	October 75
Headquarters HVAC Study and Improvements DDA/OL	\$463,000	GSA	\$564,000	June 72	June 75 (Estimated)
Cooling Tower Modifications DDA/OL	\$25,000	GSA	\$25,000	February 75	April 75
C Vault Expansion DDA/OL	Planned	GSA	\$500,000 (Unfunded)	Indefinite	December 76 (Desired)
UPS Battery DDA/OL	\$130,000	Agency	\$130,000	October 74	January 76

DISTRIBUTION:
2-OL/PS
2-DC/RL
1-RECD File Unit

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PROGRESS SUMMARY MAJOR OL/RECD PROJECTS

31 December 1974

Headquarters Complex

Page 2 of 2

PROJECT TITLE, LOCATION & SPONSOR	PROJ. APPVL AMOUNT	DESIGN & CONSTRUCTION AGENCY	EST. PROJ COST (DES. & CONS)	CONSTRUCTION SCHEDULE	
				START AUTH.	COMPLETION
Project SAFE Installation of Specialized Computer Facility DDA/OL	Planned	GSA/CIA	\$2,188,150	Indefinite	Indefinite
Utility Tunnel DDA/OL	Planned	GSA/CIA	\$1 - 2 Million	Indefinite	Indefinite
PSD Sprinkler System DDA/OL	GSA Funds	GSA	\$115,000	September 74	March 75
Data Grid Installation Under Value Engineering Contract DDA/OL	NA (Ongoing Cont.)	CIA	\$60,000	January 71	Ongoing
Cat. I HVAC DDA/OL	\$67,766	GSA	\$67,766	June 72	May 75
Powerhouse - Mimic Bus DDA/OL	\$171,975	GSA	\$171,975	March 70	October 75
UPS Installation DDA/OL	\$110,000	HEB	\$152,000	September 74	January 76

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6-8C

Dis. Location:
2-OL/PS (6000)
2-OC/RECD
1-RECD File Unit

PROGRESS SUMMARY MAJOR OL/RECD PROJECTS

31 December 1973

Headquarters Page 1 of 2

PROJECT TITLE, LOCATION & SPONSOR	PROJ. APPUL. DATE & AMT. (CUMUL.)	DESIGN & CONSTRUCTION AGENCY	EST. PROJ. COST (DES. & CONST.)	CONSTRUCTION SCHEDULE	
				START AUTH.	COMPLETION
Expansion, Electrical Vault "B" DDM&S/OL	\$600,000	GSA	\$600,000	A&E Contract Jan 72	Jun 75
OJCS, OC, & ISG/IP MG sets DDM&S/OL	\$407,000	HEB/GSA	\$407,000	Nov 71	Dec 74
Headquarters Garage DDM&S/OL	\$1,284,000	GSA	\$1,284,000	April 73	May 74
Hammermill DDM&S/OL	\$245,000	GSA	\$245,000	Jun 72	Jan 75
Headquarters HVAC Study & Improvements DDM&S/OL	\$239,000	GSA	\$564,000	Jun 72	Jun 75
Cooling Tower Modifications DDM&S/OL	\$25,000	GSA	\$25,000	May 73	Dec 74
Third Carrier Chiller DDM&S/OL	\$450,000	GSA	\$450,000	Professional Services	Mar 74

6-8D

Distribution:
 2-OL/ (for D) **PROGRESS SUMMARY**
 2-OC/RECD
 1-RECD FREEDOM

MAJOR OL/RECD PROJECTS

31 December 1973

Headquarters - Page 2 of 2

PROJECT TITLE, LOCATION & SPONSOR	PROJ. APPVL. DATE & AMT. (CUMUL.)	DESIGN & CONSTRUCTION AGENCY	EST. PROJ. COST (DOLL. & CENTS)	CONSTRUCTION SCHEDULE	
				START AUTH.	COMPLETION
Installation of a 2500 and 250 KW Emergency Generator & Related Power Projects DDM&S/OL	\$1,000,000	GSA	\$1,000,000	May 66	Sep 75
Installation of a Pipe Tunnel from Powerhouse to Headquarters and a Powerhouse Boiler Study DDM&S/OL	\$53,000	GSA	\$28,000	Jun 73	Jun 75

15 August 1975

(Except Headquarters Complex)

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PROJECT TITLE, LOCATION & SPONSOR	PROJECT APPROVAL AMOUNT	DESIGN & CONSTRUCTION AGENCY	EST. PROJ. COST (DES.&CONS.)	CONSTRUCTION SCHEDULE	
				START AUTH.	COMPLETION
Electrostatic Precipitators (Powerhouse)	\$495,000 (GSA)	GSA	\$495,000	July 75	Sept 76

2-OL/PC
2-OC/RC
1-RECD File Unit

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PROGRESS SUMMARY MAJOR OL/RECD PROJECTS

31 December 1974

Metropolitan Area
 (Except Headquarters Complex)

PROJECT TITLE, LOCATION & SPONSOR	PROJ. APPVL AMOUNT	DESIGN & CONSTRUCTION AGENCY	EST. PROJ COST (DES. & CONS.)	CONSTRUCTION SCHEDULE	
				START AUTH.	COMPLETION
<div>25X1A</div> <div>Relocation of OTS</div> <div>OTS/DDS&T</div>	None	CIA	\$80,000	November 73	June 75
Key Building - 11th Floor Mini Computer Installation	\$117,500	GSA	\$117,000	December 74	June 75
<div>25X1A</div> <div>6th Floor</div> <div>Renovation of USGS Space</div> <div>NPIC/DDS&T</div>	\$100,000 (Design Only)	GSA	\$3,768,000	January 75	July 76
25X1A					

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Metropolitan Area

2 02955

25X1A

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Energy Conservation Program
Headquarters Building Compound

Overall Reduction in Kilowatt Hours

	<u>KW Hours</u> <u>FY 1974</u>	<u>KW Hours</u> <u>FY 1975</u>	<u>Percent</u> <u>Reduction</u>
First Quarter	26,191,900	19,579,400	25.2
Second Quarter	16,988,600	14,981,100	11.8
Third Quarter	13,806,600	14,714,200	(6.5)
Fourth Quarter	17,236,500	14,056,000	18.4
Total Reduction	74,223,600	63,330,700	14.6

Overall Reduction in Fuel Oil Consumption

	<u>Gallons</u> <u>FY 1974</u>	<u>Gallons</u> <u>FY 1975</u>	<u>Percent</u> <u>Reduction</u>
First Quarter	313,890	182,680	41.8
Second Quarter	475,980	249,446	47.5
Third Quarter	508,640	684,599	(34.5)
Fourth Quarter	282,050	332,249	(17.7)
Total Reduction	1,580,560	1,448,974	8.3

Summary of Vehicle Fuel Consumption

	<u>Gallons</u> <u>FY 1974</u>	<u>Gallons</u> <u>FY 1975</u>	<u>Percent</u> <u>Increase</u>	<u>Percent</u> <u>Reduction</u>
Gasoline				
LSD	199,780	207,866	4.04	-
CD	25,920	19,430	-	25
Total Gasoline	225,700	227,296	.7	
Diesel Oil - CD	14,406	18,252	26.6	
Total Consumption in Gallons	240,106	245,548	2.2	

Note: Depot figures do not include fuel purchased on road trips, since such information is not readily accessible.

25X1A

Energy Conservation Program
Headquarters Building Compound

Overall Reduction in Kilowatt Hours

	<u>KW Hours FY 1973</u>	<u>KW Hours FY 1974</u>	<u>Percent Reduction in FY 1973</u>	<u>KW Hours FY 1975</u>	<u>Percent Reduction From FY 1973</u>
First Quarter	28,050,500	26,191,900	6.6	19,579,400	30.0
Second Quarter	20,878,800	16,988,600	18.6	14,981,100	28.2
Third Quarter	17,926,200	13,806,600	23.0		
Fourth Quarter	<u>21,940,200</u>	<u>17,236,500</u>	<u>21.4</u>		
Total Reduction	88,795,700	74,223,600	16.4		

Lighting Fixtures Eliminated

	<u>Total Lights</u>	<u>Eliminated</u>	<u>Percent Reduction</u>
Headquarters	38,466	9,598	25.0
PSD Building	<u>1,004</u>	<u>292</u>	<u>29.1</u>
Total Reduction	39,470	9,890	25.1

Overall Reduction in Fuel-Oil Consumption

	<u>Gallons FY 1973</u>	<u>Gallons FY 1974</u>	<u>Percent Reduction in FY 1973</u>	<u>Gallons FY 1975</u>	<u>Percent Reduction From FY 1973</u>
First Quarter	362,337	313,890	13.4	182,680	49.6
Second Quarter	680,389	475,980	30.0	249,446	63.3
Third Quarter	802,023	508,640	36.6		
Fourth Quarter	<u>381,141</u>	<u>282,050</u>	<u>26.0</u>		
Total Reduction	2,225,890	1,580,560	29.0		

25X1A

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[REDACTED]

CONSTRUCTION PROGRAM

25X1A

25X1C A master construction plan for the [REDACTED] was prepared in FY 1969 and approved in principle by the Deputy Director for Support. The plan was developed in conjunction with the [REDACTED] and covered a time span of six (6) years; one (1) year for preparation and design (FY 1971) and five (5) years for construction phasing (FY 1972-1976).

25X1A

25X1C A new [REDACTED] Operations Building, funded for construction in FY 1972, was completed in FY 1974 at a cost of \$526,473. Construction programmed for fiscal years 1973 through 1976 was deferred, pending a determination as to the level of [REDACTED] support required and the future need for the [REDACTED]

25X1A

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25X1A

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ACQUISITION OF EXCESS MATERIEL

	<u>FY 1973</u>	<u>FY 1974</u>	<u>First Half FY 1975</u>
Dollar Value of Materiel			
Acquired	\$963,742	\$273,454	\$100,340
Reimbursable Costs	<u>45,473</u>	<u>16,556</u>	<u>6,523</u>
Cost Avoidance	\$918,269	\$256,898	\$ 93,817

EXAMPLES FY 1975

ITEM

BOOK VALUE

25X1C

Truck, Hand, shelf

\$82,044
\$ 1,904

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S-E-C-R-E-T

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ACQUISITION OF EXCESS MATERIEL

	<u>FY 1972</u>	<u>FY 1973</u>	<u>First Half FY 1974</u>
Dollar Value of Materiel Acquired	\$2,858,681	\$963,742	\$69,467
Reimbursable Costs	<u>82,600</u>	<u>45,473</u>	<u>3,534</u>
Cost Avoidance	\$2,776,081	\$918,269	\$65,933

EXAMPLES FY 1974

<u>ITEM</u>	<u>BOOK VALUE</u>
Generators, Oscillator	\$12,205
Trailers	9,700
Oscilloscopes, Camera	17,158

ACQUISITION OF EXCESS MATERIEL

	<u>FY 1971</u>	<u>FY 1972</u>	<u>First Half FY 1973</u>
Dollar Value of Materiel Acquired	\$6,577,364	\$2,858,681	\$371,284
Reimbursable Costs	<u>277,126</u>	<u>82,600</u>	<u>12,311</u>
Cost Avoidance	\$6,300,238	\$1,776,081	\$358,973

Examples First Half FY 1973

	<u>ITEM</u>	<u>BOOK VALUE</u>
25X1C		\$ 77,663
	Clothing and Medical Supplies	122,032
	Cloth, Duck	116,117
	Gas Cylinders	12,673
25X1C	 Textile	10,302
	Food & Beverages	4,397

S-E-C-R-E-T

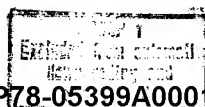
ACQUISITION OF EXCESS MATERIEL

	<u>Fiscal Year 1970</u>	<u>Fiscal Year 1971</u>	<u>First Half FY 1972</u>
Dollar Value of Materiel Acquired	\$4,084,054	\$6,577,364	\$1,366,209
Reimbursable Costs	<u>111,023</u>	<u>277,126</u>	<u>54,378</u>
Cost Avoidance	\$3,973,031	\$6,350,238	\$1,311,831

Examples First Half FY 1972

	<u>Item</u>	<u>Book Value</u>
25X1C	<div style="border: 1px solid black; width: 250px; height: 130px;"></div>	\$632,635
		14,528
		14,070
		3,468
		104,109
		54,894
		36,190
		69,236
		30,459
		29,008
	Receivers and Generators	18,945
	Teletypewriter Paper	95,604
	Dressings, First Aid	15,300
	Shirts, Cold Weather	16,000
	Cylinders, Compressed Gas	18,550
25X1C	<div style="border: 1px solid black; width: 150px; height: 30px;"></div>	

S-E-C-R-E-T



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ACQUISITION OF EXCESS MATERIEL

	<u>Fiscal Year 1969</u>	<u>Fiscal Year 1970</u>	<u>Fiscal Year 1971</u>
Dollar Value of Materiel Acquired	\$5,298,036	\$4,084,054	\$6,577,364
Reimbursable Costs	<u>181,380</u>	<u>111,023</u>	<u>277,126</u>
Cost Avoidance	\$5,116,656	\$3,973,031	\$6,350,238

FY 1967 - FY 1971

Book Value	\$25,880,364
Reimbursement Costs	<u>945,126</u>
Cost Avoidance	\$24,935,238

Examples FY 1971

	<u>Item</u>	<u>Book Value</u>
25X1C	[REDACTED]	\$1,382,077
		28,478
	Binoculars	241,059
25X1C	[REDACTED]	271,486
	Prefab Buildings	134,402
25X1C	[REDACTED]	300,000
		75,129
	Trucks (Jeeps)	78,225
25X1C	[REDACTED]	890,000
		283,422
	Transmitter Sets	121,849

Examples FY 1967 - 1970

	<u>Item</u>	<u>Book Value</u>
	Transmitting Sets	\$ 57,600
	Teletypewriter Sets and Parts	246,039
	Oblique Sounder	35,000
25X1C	[REDACTED]	72,600
25X1C	Packboard	222,281
	[REDACTED]	404,775
	Trucks	140,805
	Air conditioners	61,749
25X1C	[REDACTED]	313,727
		302,420

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Excluded from automatic
downgrading and
declassification

7-7D

7-6

25X1A

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SMALL PURCHASES BRANCH

The Small Purchases Branch (SPB) was established 15 August 1974 within the organizational structure of the [] and operates []

25X1A
25X1C

[]
\$200 or less with a further limitation of \$2,500 per line item or order to a single vendor. The procurement services offered by SPB are available to overseas and domestic activities including components in the Headquarters area. All items procured by SPB are excluded from the formalized Property Procurement Allotment/Property Requisitioning Authority (PPA/PRA) and Financial Property Accounting (FPA) procedures. The SPB does not accept requests for Agency stocked materiel, Agency peculiar items, regulated or controlled property, drugs or medicines, Government sterile [] requirements, generator parts and specialized serialized equipment, items requiring technical research or test and inspection, items not normally purchased by GSA, items requiring more than 30 days to complete action from receipt of request to shipment, accommodation or reimbursable procurements. Special Projects Branch maintains a \$60,000 imprest fund for cash purchases, however, payment can also be effected on a deferred payment basis to GSA through the use of a GSA Charge-a-plate or GSA purchase order, or by U.S. Treasury check. The SPB is staffed by six persons consisting of the Chief, one Procurement Officer and four Procurement Supply Assistants and has two official vehicles at their disposal. Since its inception on 15 August 1974 and until 30 December 1974, SPB processed a total of 1,640 requisitions comprising 6,340 line items with a total dollar value of approximately \$219,673.

First Half Fiscal Year 1975

	<u>Line Items</u>	<u>Requisitions</u>	<u>Value</u>
September	2,209	468	\$34,827
October	1,216	346	\$51,713
November	1,605	430	\$86,926
December	<u>1,310</u>	<u>396</u>	<u>\$46,207</u>
TOTALS:	6,340	1,640	\$219,673

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